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ABSTRACT

The centralized placement committee is a group of college and university career center staff members who meet and share common interests and exchange ideas with colleagues. This study was conducted to collect information from 139 centralized placement members about their operations. Questionnaires completed by 75 committee members revealed that all respondents represented 4-year institutions and most were from public institutions. Student affairs was the reporting authority for the majority of respondents. Institutions varied in size from 780 students to more than 30,000 students. The extent to which responding facilities were computerized was greater than expected, with 77% of respondents reporting that they had main frame access and 53% reporting that they had a local area network. All respondents were involved in assessment to some degree. The educational level of directors varied by size of school. Generally, the greater the size, the greater the educational level of the director. The average number of workshops given per year ranged from 24 to 118. Main topics of workshops included resume writing, interviewing skills, and job search strategies. Overall, the number of recruiters dropped by 940 between 1990-1991 and 1991-1992. The major portion of this report consists of 36 data tables. Data are organized collectively and grouped according to institutional size. (NB)

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MIDWEST COLLEGE PLACEMENT ASSOCIATION

Centralized Placement Committee Survey

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MIDWEST COLLEGE PLACEMENT ASSOCIATION

CENTRALIZED PLACEMENT COMMITTEE SURVEY

DAVID BAUMGARTNER, Ph.D.

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INTRODUCTION

The centralized placement committee is a group of college and university career center staff members who meet and share common interests and exchange ideas with colleagues. Over the past several years, the question keeps coming up, "Who is doing what, and to what degree?" Since the group meets only two times per year, it is difficult to answer the question, consequently, members have only been able to speculate about differences and common areas of interest.

The purpose of this study is to collect information from centralized placement members about various aspects of their operations and present the information in a useful format. The study had seven main objectives.

1. The collection of background information; school size, type, and reporting structure.
2. To ascertain what services each institution delivers.
3. The extent to which services are assessed; employment reports of graduates, workshop effectiveness, interview effectiveness, feedback from counseling sessions, employer satisfaction with hires, and an annual report.
4. Collect information about career center facilities, size, number of interviewing rooms and the extent of computerization.
5. To what extent are services supported by fees.
6 To what extent are the departments supported by staff (professional,

clerical, student, et cetera), and what are the salaries associated with professional staff.

7. The collection of operational data: number of workshops, registrations, and visiting organizations.

METHOD

DATA COLLECTION

Questionnaires were mailed to 139 committee members by the chair of the centralized placement committee. Of the 139 mailed surveys, 75 (54 percent) were returned and analyzed. Refer to Table 1.

DATA PRESENTED

In an attempt to present the information in the most useful way possible, the data is presented collectively and also grouped according to institutional size. This was accomplished by grouping institutions of similar size; which are designated I through V in Table 1.

OVERVIEW

RESULTS

RESPONDENTS' CHARACTERISTICS

The majority of the respondents were from public institutions; 76 percent or 57 of the total number responding. As expected, the only area where there were a majority of private institutions were the Type I or smallest institutions.

Student affairs was the reporting authority for the majority of the respondents, 57 or 76 percent. The remaining 18 institutions reported to academic affairs (12), university relations (1), alumni affairs (1), a business college (1), and other (3).

Institutions varied in size from 780 students to more than 30,000 students. All of the respondents represented four-year institutions. The responding institutions were stratified into five different types, according to size.

FACILITIES

Refer to Table 5. The size of facilities varied from 320 to 20,000 square feet. The average square footage was 3,230. The average size of a Type IV facility was actually larger than an average Type V facility by 613 square feet; 5,281 compared to 4,668.

The number of interview rooms ranged from zero to 25, and followed institutional size. Type I institutions averaged 1 to 2 interview rooms, while Type V institutions averaged 9.42. Some of the smaller schools had no rooms specially assigned for interviewing; all the large institutions did.

The extent to which the responding facilities were computerized, was greater than expected. Of the respondents, 77 percent had main frame access and 53 percent had a local area network. As expected, the number of personal computers varied according to institutional size. Type I schools, for example, had an average of three personal computers for the department while Type V schools had more than 20.

SERVICES

An overall presentation of services provided appears in Table 4.

ASSESSMENT

All respondents were involved in assessment to some degree; refer to Table 2. For example, 77 percent produced an employment report of recent graduates, and 93 percent completed an annual report. Counseling services were evaluated by 37 percent of the respondents. Employers' satisfaction with the performance of recent graduates was assessed by 34 percent of the respondents.

FEES

The types of fees and the amount varied greatly. The vast majority of the fees generated stayed in the department. Of the responding institutions, Type I through V, 43 percent or 32 charged a registration fee. Of the Type IV and V institutions responding, 93 percent charged a registration fee. Refer to Tables by Institutional Type.

PERSONNEL

Refer to Table 3. The number of professional and clerical staff followed institutional size. Type I institutions averaged 1.6 professional staff and 1.3 clerical staff persons while Type V institutions averaged 7.6 and 5.5 respectively.

The average number of hours worked by staff members were consistent, averaging 44 hours per week.

All departments used student workers. The average number of hours worked by students ranged from 21 hours per week in Type I institutions to 137 hours per week in Type V institutions.

Staff salaries varied by size of the institution. For example, directors at Type I institutions averaged approximately $30,000 per year while directors at Type V schools averaged over $50,000 per year. Entry level positions at Type V institutions averaged $22,875 and $20,666 at Type I institutions.

The educational level of directors varied by size of school. Generally, the greater the size, the greater the educational level of the director. For example, of all respondents, 12 percent had a Ph.D., while at Type V schools, 31 percent had a Ph.D. Overall, 74 percent had Master's degrees, 10 percent had Bachelor degrees, 12 percent had Ph.D's, and 4 percent had other (J.D., ED.S, and ED.D degrees).

OPERATIONAL DATA

As presented in Table 6, the average number of workshops given per year ranged from 24 for a Type I institution to 118 for Type III institution. Attendance at these workshops ranged from an average of 262 to 3,340 students. Main topics included resume writing, interviewing skills, and job search strategies, as well as career experience and graduate school information and preparation. Career planning workshops (skill assessment, value clarification, et cetera) were not mentioned as often.

Overall, the number of recruiters dropped by 940 between 1990-91 and 1991-

1992. The biggest decline occurred in Type IV and V institutions, 16 percent and 21 percent, respectively. Type I and II schools actually had slight increases.

TABLES

TABLE #1

RESPONDENTS BY INSTITUTIONAL SIZE

	SIZE	F	%
TYPE I	780 - 2,475	12	16
TYPE II	2,792 - 5,000	15	20
TYPE III	5,500 - 9,900	21	28
TYPE IV	10,000 - 16,800	14	19
TYPE V	17,000 - 30,000	13	17

TABLE #2

ASSESSMENT INFORMATION

	YES	NO
DO YOU OFFER AN EMPLOYMENT REPORT OF RECENT GRADUATES?	58	17
DO YOU ASSESS WORKSHOP EFFECTIVENESS?	46	27
DO YOU ASSESS COUNSELING/ADVISING APPOINTMENTS?	28	47
DO YOU ASSESS CAREER COURSE EFFECTIVENESS?	32	36
DO YOU ASSESS INTERVIEWS FROM THE CANDIDATES' PERSPECTIVE?	31	42
DO YOU ASK EMPLOYERS TO ASSESS THE STUDENTS' INTERVIEWS?	53	21
DO YOU ASSESS EMPLOYERS' SATISFACTION WITH THE JOB PERFORMANCE OF YOUR GRADUATES?	26	48
DO YOU COMPLETE AN ANNUAL REPORT?	70	5

TABLE #3

COMPARISON OF PERSONNEL DATA BY INSTITUTIONAL SIZE

	I	II	III	IV	V
NUMBER OF PROFESSIONAL STAFF (FTE)	1.6	1.8	3.4	4.8	7.6
NUMBER OF CLERICAL STAFF (FTE)	1.3	1.57	3	4.5	5.5
NUMBER OF PAID GRADUATE ASSISTANTS (FTE)		.21	.70	.83	1.23
NUMBER OF UNPAID INTERNS/PRACTICUM STUDENTS		.28	.61	1.83	1.23
NUMBER OF STUDENT EMPLOYEE HOURS PER WEEK	21	34.6	58	72.8	137
DO YOU EMPLOY A SYSTEMS SPECIALIST?	0/Y 11/N	0/Y 15/N	2/Y 18/N	5/Y 8/N	7/Y 6/N
DO YOU EMPLOY A LIBRARIAN?	2/Y 9/N	0/Y 15/N	0/Y 9/N	4/Y 9/N	2/Y 10/N
DO YOU EMPLOY AN OFFICE MANAGER?	2/Y 9/N	2/Y 13/N	7/Y 13/N	5/Y 8/N	4/Y 9/N
AVERAGE NUMBER OF HOURS A PROFESSIONAL WORKS EACH WEEK	43.63	48.7	45	43.4	42
ENTRY LEVEL PROFESSIONAL STAFF SALARY	20,666	23,900	23,620	22,833	22,875
ASSISTANT DIRECTOR AVERAGE SALARY	27,000	24,500	29,642	30,688	29,250
ASSOCIATE DIRECTOR AVERAGE SALARY		30,000	32,512	36,666	37,583
DIRECTOR'S SALARY IN THOUSANDS	>30	>35	>45	>45	>50
DIRECTOR'S EDUCATIONAL LEVEL:					
BA =	2	2	2	1	
MA =	10	11	17	10	7
JD =		1			
EDD =				1	
EDS =					1
PHD =		1	2	2	4

TABLE #4

OVERALL SERVICE INFORMATION

	YES	NO
CAREER ADVISING/PLANNING/COUNSELING SESSIONS	68	6
A CAREER COURSE (FOR CREDIT)	31	42
VOCATIONAL ASSESSMENT	30	42
STUDENT EMPLOYMENT	48	24
PERSONAL COUNSELING	17	55
COOPERATIVE EDUCATION	49	24
INTERNSHIPS	57	17
EMPLOYMENT WORKSHOPS (RESUME, INTERVIEWING, JOB SEARCH)	74	1
CAREER PLANNING WORKSHOPS (SKILLS, ASSESSMENT, WORK VALUES)	49	25
CREDENTIAL SERVICE: NONE 11 OPEN/CLOSED 34 OPEN 25 CLOSED 1		
CAREER LIBRARY	75	0
RESUME REFERRALS	71	3
COMPUTERIZED RESUME REFERRALS	43	31
COMPUTERIZED REGISTRATION	34	39
MINORITY REFERRALS	34	39
JOB BULLETIN	40	23
JOB LINE (POSITION LISTINGS ON TELEPHONE)	23	56
ON CAMPUS RECRUITING	71	2
PROFESSIONAL QUALITY RECRUITER GUIDE	23	48
PROFESSIONAL QUALITY PLACEMENT GUIDE	28	43
SIGIPLUS	23	44
DISCOVER	23	44
MBA PLACEMENT SERVICES (FOR STUDENT)	39	20
ON CAMPUS STUDENT EMPLOYMENT (INCLUDING WORK STUDY)	33	39
OFF CAMPUS, PART-TIME, AND SUMMER EMPLOYMENT	59	15
ALUMNI SERVICES	69	4
GRADUATE SCHOOL ADVISING SYSTEM	30	44
SERVICES TO GRADUATE STUDENTS	65	10
JOB FAIRS	71	3

TABLE #5

FACILITY INFORMATION

	I	II	III	IV	V
SQUARE FOOTAGE OF OFFICE	1,402	1,659	3,141	5,281	4,668
NUMBER OF INTERVIEW ROOMS	1.2	3.9	6	8.5	9.42
MAINFRAME ACCESS	9/2	8/5	17/4	9/3	11/2
NUMBER OF PC'S	3	3.8	8.47	8.7	20.8
DO YOU HAVE A LOCAL AREA NETWORK?	7/5	7/7	10/11	6/6	8/5

TABLE #6

OPERATIONAL DATA
COMPARISON OF AVERAGES
BY
INSTITUTIONAL SIZE

	I	11	111	IV	V
TOTAL NUMBER OF WORKSHOPS/ PRESENTATIONS PER YEAR	24	37	118	86.6	112
TOTAL NUMBER ATTENDING WORKSHOPS/ PRESENTATIONS PER YEAR	262	674	2,542	2,775	3,340
NUMBER OF STUDENTS IN CAREER COURSE (FOR CREDIT) PER YEAR	205	126	102	226	213
NUMBER OF SENIORS REGISTERED FOR ON-CAMPUS RECRUITING	158	376	651	1,140	198
NUMBER OF ALUMNI REGISTERED FOR ON-CAMPUS RECRUITING	112	143	325	353	712
NUMBER OF DIFFERENT ORGANIZATIONS INTERVIEWING STUDENTS ON CAMPUS					
1990-1991	10.7	88	164	201	477*
1991-1992	22.3	96	155	169	376**

* Median 212
** Median 190

TABLES BY TYPE OF INSTITUTION

TYPE I INSTITUTION

TABLE #7

TYPE I SERVICES

	YES	NO
CAREER ADVISING/PLANNING/COUNSELING SESSIONS	12	0
A CAREER COURSE (FOR CREDIT)	6	6
VOCATIONAL ASSESSMENT	6	6
STUDENT EMPLOYMENT	10	2
PERSONAL COUNSELING	3	9
COOPERATIVE EDUCATION	10	2
INTERNSHIPS	10	2
EMPLOYMENT WORKSHOPS (RESUME, INTERVIEWING, JOB SEARCH)	12	0
CAREER PLANNING WORKSHOPS (SKILLS, ASSESSMENT, WORK VALUES)	9	3
CREDENTIAL SERVICE: NONE 1 OPEN/CLOSED 8 OPEN 2 CLOSED		
CAREER LIBRARY	12	0
RESUME REFERRALS	12	0
COMPUTERIZED RESUME REFERRALS	4	8
COMPUTERIZED REGISTRATION	1	11
MINORITY REFERRALS	9	3
JOB BULLETIN	8	4
JOB LINE (POSITION LISTINGS ON TELEPHONE)	1	11
ON CAMPUS RECRUITING	12	0
PROFESSIONAL QUALITY RECRUITER GUIDE	2	10
PROFESSIONAL QUALITY PLACEMENT GUIDE	3	9
SIGIPLUS	1	9
DISCOVER	5	5
ON CAMPUS STUDENT EMPLOYMENT (INCLUDING WORK STUDY)	8	4
OFF CAMPUS, PART-TIME, AND SUMMER EMPLOYMENT	10	2
ALUMNI SERVICES	12	0
GRADUATE SCHOOL ADVISING SYSTEM	8	4
SERVICES TO GRADUATE STUDENTS		
JOB FAIRS	12	0

TABLE #8

TYPE I
ASSESSMENT

	YES	NO
DO YOU OFFER AN EMPLOYMENT REPORT OF RECENT GRADUATES?	11	1
DO YOU ASSESS WORKSHOP EFFECTIVENESS?	9	3
DO YOU ASSESS COUNSELING/ADVISING APPOINTMENTS?	8	4
DO YOU ASSESS CAREER COURSE EFFECTIVENESS?	5	7
DO YOU ASSESS INTERVIEWS FROM THE CANDIDATES' PERSPECTIVE?	5	7
DO YOU ASK EMPLOYERS TO ASSESS THE STUDENTS' INTERVIEWS?	8	4
DO YOU ASSESS EMPLOYERS' SATISFACTION WITH THE JOB PERFORMANCE OF YOUR GRADUATES?	8	4
DO YOU COMPLETE AN ANNUAL REPORT?	12	0

TABLE #9

TYPE I
FACILITY

SQUARE FOOTAGE OF OFFICE	X = 1402
NUMBER OF INTERVIEW ROOMS	X = 1.2
NUMBER OF CREDENTIAL FILES (ACTIVE OR INACTIVE)	5 @ 140 - 1300
MAINFRAME ACCESS	9 YES 2 NO
NUMBER OF PC'S	X = 3
DO YOU HAVE A LOCAL AREA NETWORK?	7 YES 5 NO

TABLE #10

TYPE I
FEES

	YES	NO	RANGE
REGISTRATION FEE FOR STUDENTS	2	10	2.85 - 35.00
REGISTRATION FEE FOR ALUMNI	3	9	35.00 - 40.00
RESUME DISKETTE (RESUME EXPERT, ETC.)	2	10	
INITIAL CREDENTIAL FEE FOR STUDENTS (ESTABLISH A REFERENCE FILE)	2	10	30.00 - 35.00
NUMBER OF FREE SETS FOR STUDENTS			6 @ 3.00 - 20.00
NUMBER OF FREE SETS FOR ALUMNI			3 @ 3.00 - 10.00
FEE PER SET FOR STUDENTS			8 @ 2.00 - 4.00
FEE PER SET FOR ALUMNI			9 @ 2.00 - 4.00
ANNUAL FEE FOR VACANCY NOTIFICATION SERVICE TO ALUMNI (OTHER THAN BULLETINS)			3 @ 9.00 - 35.00
JOB BULLETINS			3 @ 20.00 - 40.00
JOB LINE (POSITION LISTINGS ON TELEPHONE)			1 @ 20.00
WHAT PERCENTAGE OF THE FEES DOES YOUR OFFICE GET TO KEEP?			X = 96%

TABLE #11

TYPE I
PERSONNEL

	YES	NO	AVE.
NUMBER OF PROFESSIONAL STAFF (FTE)			1.6
NUMBER OF CLERICAL STAFF (FTE)			1.3
NUMBER OF PAID GRADUATE ASSISTANTS (FTE)			0
NUMBER OF UNPAID INTERNS/PRACTICUM STUDENTS			0
NUMBER OF STUDENT EMPLOYEE HOURS PER WEEK			21
DO YOU EMPLOY A SYSTEMS SPECIALIST?		11	
DO YOU EMPLOY A LIBRARIAN?	2	9	
DO YOU EMPLOY AN OFFICE MANAGER?	2	9	
AVERAGE NUMBER OF HOURS A PROFESSIONAL WORKS EACH WEEK			43.63
ENTRY LEVEL PROFESSIONAL STAFF SALARY			20,666
ASSISTANT DIRECTOR AVERAGE SALARY			27,000
ASSOCIATE DIRECTOR AVERAGE SALARY			
DIRECTOR'S SALARY IN THOUSANDS			> 30
DIRECTOR'S EDUCATIONAL LEVEL:			
2 = BA			
10 = MA			

TABLE #12

TYPE I
OPERATIONAL

TOTAL NUMBER OF WORKSHOPS/ PRESENTATIONS PER YEAR	X = 24
TOTAL NUMBER ATTENDING WORKSHOPS/ PRESENTATIONS PER YEAR	X = 262
LIST FIVE MAIN TOPICS:	
RESUME, INTERVIEW, JOB SEARCH	
CAREERS IN FEDERAL GOVERNMENT	
CAREER PLANNING TOPICS	
GRADUATE SCHOOL	
SUMMER JOBS, CO-OP, INTERNS	
NUMBER OF STUDENTS IN CAREER COURSE (FOR CREDIT) PER YEAR	X = 205
NUMBER OF SENIORS REGISTERED FOR ON-CAMPUS RECRUITING	X = 158
NUMBER OF ALUMNI REGISTERED FOR ON-CAMPUS RECRUITING	X = 112
NUMBER OF DIFFERENT ORGANIZATIONS INTERVIEWING STUDENTS ON CAMPUS	1990 - 1991 X = 10.7 1991 - 1992 X = 22.3

TYPE II INSTITUTION

TABLE #13

TYPE II
SERVICES

	YES	NO
CAREER ADVISING/PLANNING/COUNSELING SESSIONS	14	1
A CAREER COURSE (FOR CREDIT)	5	9
VOCATIONAL ASSESSMENT	4	10
STUDENT EMPLOYMENT	11	3
PERSONAL COUNSELING	6	9
COOPERATIVE EDUCATION	11	3
INTERNSHIPS	11	4
EMPLOYMENT WORKSHOPS (RESUME, INTERVIEWING, JOB SEARCH)	15	0
CAREER PLANNING WORKSHOPS (SKILLS, ASSESSMENT, WORK VALUES)	11	4
CREDENTIAL SERVICE: NONE 5 OPEN/CLOSED 3 OPEN 5 CLOSED ___		
CAREER LIBRARY	15	0
RESUME REFERRALS	15	0
COMPUTERIZED RESUME REFERRALS	5	10
COMPUTERIZED REGISTRATION	6	9
MINORITY REFERRALS	6	9
JOB BULLETIN	11	4
JOB LINE (POSITION LISTINGS ON TELEPHONE)	11	1
ON CAMPUS RECRUITING	13	0
PROFESSIONAL QUALITY RECRUITER GUIDE	3	10
PROFESSIONAL QUALITY PLACEMENT GUIDE	3	10
SIGIPLUS	6	6
DISCOVER	3	9
MBA PLACEMENT SERVICES (FOR STUDENT)	6	7
ON CAMPUS STUDENT EMPLOYMENT (INCLUDING WORK STUDY)	6	7
OFF CAMPUS, PART-TIME, AND SUMMER EMPLOYMENT	12	3
ALUMNI SERVICES	13	2
GRADUATE SCHOOL ADVISING SYSTEM	4	11
SERVICES TO GRADUATE STUDENTS	12	3
JOB FAIRS	14	1

TABLE #14

TYPE II ASSESSMENT

	YES	NO
DO YOU OFFER AN EMPLOYMENT REPORT OF RECENT GRADUATES?	11	4
DO YOU ASSESS WORKSHOP EFFECTIVENESS?	6	7
DO YOU ASSESS COUNSELING/ADVISING APPOINTMENTS?	3	12
DO YOU ASSESS CAREER COURSE EFFECTIVENESS?	7	8
DO YOU ASSESS INTERVIEWS FROM THE CANDIDATES' PERSPECTIVE?	9	6
DO YOU ASK EMPLOYERS TO ASSESS THE STUDENTS' INTERVIEWS?	12	3
DO YOU ASSESS EMPLOYERS' SATISFACTION WITH THE JOB PERFORMANCE OF YOUR GRADUATES?	4	11
DO YOU COMPLETE AN ANNUAL REPORT?	12	3

TABLE #15

TYPE II
FACILITY

SQUARE FOOTAGE OF OFFICE	X = 1659
NUMBER OF INTERVIEW ROOMS	X = 3.9
NUMBER OF CREDENTIAL FILES (ACTIVE OR INACTIVE)	35 - 15,000
MAINFRAME ACCESS	8 YES 5 NO
NUMBER OF PC'S	X = 3.8
DO YOU HAVE A LOCAL AREA NETWORK?	7 YES 17 NO

TABLE #16

TYPE II
FEES

	YES	NO	RANGE
REGISTRATION FEE FOR STUDENTS	0	15	
REGISTRATION FEE FOR ALUMNI	2	13	
RESUME DISKETTE (RESUME EXPERT, ETC.)	2	12	1 @ 22.00
INITIAL CREDENTIAL FEE FOR STUDENTS (ESTABLISH A REFERENCE FILE)	1	14	1 @ 25.00
NUMBER OF FREE SETS FOR STUDENTS			3 @ 10.00
NUMBER OF FREE SETS FOR ALUMNI			1 @ 10.00
FEE PER SET FOR STUDENTS			3 @ 2.00 - 3.50
FEE PER SET FOR ALUMNI			6 @ 2.00 - 25.00
ANNUAL FEE FOR VACANCY NOTIFICATION SERVICE TO ALUMNI (OTHER THAN BULLETINS)			1 @ 30.00
JOB BULLETINS			5 @ 15.00 - 30.00
JOB LINE (POSITION LISTINGS ON TELEPHONE)			
WHAT PERCENTAGE OF THE FEES DOES YOUR OFFICE GET TO KEEP			X = 100%

TABLE #17

TYPE II
PERSONNEL

	YES	NO	AVE.
NUMBER OF PROFESSIONAL STAFF (FTE)			1.8
NUMBER OF CLERICAL STAFF (FTE)			1.57
NUMBER OF PAID GRADUATE ASSISTANTS (FTE)			3 @ 1
NUMBER OF UNPAID INTERNS/PRACTICUM STUDENTS			4 @ 1
NUMBER OF STUDENT EMPLOYEE HOURS PER WEEK			34.6
DO YOU EMPLOY A SYSTEMS SPECIALIST?	0	15	
DO YOU EMPLOY A LIBRARIAN?	0	15	
DO YOU EMPLOY AN OFFICE MANAGER?	2	13	
AVERAGE NUMBER OF HOURS A PROFESSIONAL WORKS EACH WEEK			48.7
ENTRY LEVEL PROFESSIONAL STAFF SALARY			23,900
ASSISTANT DIRECTOR AVERAGE SALARY			24,500
ASSOCIATE DIRECTOR AVERAGE SALARY			30,000
DIRECTOR'S SALARY IN THOUSANDS			> 35
DIRECTOR'S EDUCATIONAL LEVEL:			
2 = BA 2 = JD			
11 = MA 1 = PHD			

TABLE #18

TYPE II
OPERATIONAL DATA

TOTAL NUMBER OF WORKSHOPS/ PRESENTATIONS PER YEAR	X = 37
TOTAL NUMBER ATTENDING WORKSHOPS/ PRESENTATIONS PER YEAR	X = 674
LIST FIVE MAIN TOPICS:	
RESUME, INTERVIEW, JOB SEARCH	
CO-OP/INTERNSHIPS	
DRESS UP FOR SUCCESS	
WOMEN - ADULT LEARNERS	
LETTER WRITING	
NUMBER OF STUDENTS IN CAREER COURSE (FOR CREDIT) PER YEAR	X = 126
NUMBER OF SENIORS REGISTERED FOR ON-CAMPUS RECRUITING	X = 376
NUMBER OF ALUMNI REGISTERED FOR ON-CAMPUS RECRUITING	X = 143
NUMBER OF DIFFERENT ORGANIZATIONS INTERVIEWING STUDENTS ON CAMPUS	1990 - 1991 X = 88 1991 - 1992 X = 96

TYPE III INSTITUTION

TABLE #19

TYPE III SERVICES

	YES	NO
CAREER ADVISING/PLANNING/COUNSELING SESSIONS	17	3
A CAREER COURSE (FORT CREDIT)	8	12
VOCATIONAL ASSESSMENT	6	13
STUDENT EMPLOYMENT	13	7
PERSONAL COUNSELING	4	15
COOPERATIVE EDUCATION	13	7
INTERNSHIPS	18	2
EMPLOYMENT WORKSHOPS (RESUME, INTERVIEWING, JOB SEARCH)	21	
CAREER PLANNING WORKSHOPS (SKILLS, ASSESSMENT, WORK VALUES)	13	7
CREDENTIAL SERVICE: NONE 2 OPEN/CLOSED 9 OPEN 8 CLOSED 1		
CAREER LIBRARY	21	0
RESUME REFERRALS	19	1
COMPUTERIZED RESUME REFERRALS	12	8
COMPUTERIZED REGISTRATION	11	9
MINORITY REFERRALS	9	10
JOB BULLETIN	13	7
JOB LINE (POSITION LISTINGS ON TELEPHONE)	3	16
ON CAMPUS RECRUITING	21	0
PROFESSIONAL QUALITY RECRUITER GUIDE	7	13
PROFESSIONAL QUALITY PLACEMENT GUIDE	8	12
SIGIPLUS	6	14
DISCOVER	3	16
MBA PLACEMENT SERVICES (FOR STUDENT)	12	7
ON CAMPUS STUDENT EMPLOYMENT (INCLUDING WORK STUDY)	8	12
OFF CAMPUS, PART-TIME, AND SUMMER EMPLOYMENT	17	3
ALUMNI SERVICES	18	1
GRADUATE SCHOOL ADVISING SYSTEM	7	13
SERVICES TO GRADUATE STUDENTS	19	1
JOB FAIRS	19	1

TABLE #20

TYPE III ASSESSMENT

	YES	NO
DO YOU OFFER AN EMPLOYMENT REPORT OF RECENT GRADUATES?	19	2
DO YOU ASSESS WORKSHOP EFFECTIVENESS?	10	11
DO YOU ASSESS COUNSELING/ADVISING APPOINTMENTS?	6	15
DO YOU ASSESS CAREER COURSE EFFECTIVENESS?	10	6
DO YOU ASSESS INTERVIEWS FROM THE CANDIDATES' PERSPECTIVE?	7	12
DO YOU ASK EMPLOYERS TO ASSESS THE STUDENTS' INTERVIEWS?	15	5
DO YOU ASSESS EMPLOYERS' SATISFACTION WITH THE JOB PERFORMANCE OF YOUR GRADUATES?	8	12
DO YOU COMPLETE AN ANNUAL REPORT?	20	1

TABLE #21

TYPE III
FACILITY

SQUARE FOOTAGE OF OFFICE	X = 3141
NUMBER OF INTERVIEW ROOMS	X = 6
NUMBER OF CREDENTIAL FILES (ACTIVE OR INACTIVE)	300 - 3500
MAINFRAME ACCESS	17 YES 4 NO
NUMBER OF PC'S	X = 8.47
DO YOU HAVE A LOCAL AREA NETWORK?	10 YES 11 NO

TABLE #22

TYPE III
FEES

	YES	NO	RANGE
REGISTRATION FEE FOR STUDENTS	5	16	4 @ 5.00 - 20.00
REGISTRATION FEE FOR ALUMNI	12	9	9 @ 15.00 - 35.00
RESUME DISKETTE (RESUME EXPERT, ETC.)	5	16	4 @ 5.00 - 20.00
INITIAL CREDENTIAL FEE FOR STUDENTS (ESTABLISH A REFERENCE FILE)	5	16	1 @ 5.00 3 @ 15.00 - 35.00
NUMBER OF FREE SETS FOR STUDENTS			7 @ 3.00 - 20.00
NUMBER OF FREE SETS FOR ALUMNI			4 @ 10.00 - 20.00
FEE PER SET FOR STUDENTS			8 @ 2.00 - 4.00
FEE PER SET FOR ALUMNI			10 @ 2.00 - 4.00
ANNUAL FEE FOR VACANCY NOTIFICATION SERVICE TO ALUMNI (OTHER THAN BULLETINS)			5 @ 20.00 - 35.00
JOB BULLETINS			4 @ 15.00 - 30.00
JOB LINE (POSITION LISTINGS ON TELEPHONE)			
WHAT PERCENTAGE OF THE FEES DOES YOUR OFFICE GET TO KEEP			11 @ 100%

TABLE #23

TYPE III
PERSONNEL

	YES	NO	AVE
NUMBER OF PROFESSIONAL STAFF (FTE)			3.4
NUMBER OF CLERICAL STAFF (FTE)			3.0
NUMBER OF PAID GRADUATE ASSISTANTS (FTE)			9@ 5.3
NUMBER OF UNPAID INTERNS/PRACTICUM STUDENTS			4@ 1.5
NUMBER OF STUDENT EMPLOYEE HOURS PER WEEK			58
DO YOU EMPLOY A SYSTEMS SPECIALIST?	2	18	
DO YOU EMPLOY A LIBRARIAN?	0	19	
DO YOU EMPLOY AN OFFICE MANAGER?	7	13	
AVERAGE NUMBER OF HOURS A PROFESSIONAL WORKS EACH WEEK			45
ENTRY LEVEL PROFESSIONAL STAFF SALARY			23,620
ASSISTANT DIRECTOR AVERAGE SALARY			29,642
ASSOCIATE DIRECTOR AVERAGE SALARY			32,512
DIRECTOR'S SALARY IN THOUSANDS			>45
DIRECTOR'S EDUCATIONAL LEVEL:			
2 = BA			
17 = MA 2 = PHD			

TABLE #24

TYPE III
OPERATIONAL DATA

TOTAL NUMBER OF WORKSHOPS/ PRESENTATIONS PER YEAR	X = 118
TOTAL NUMBER ATTENDING WORKSHOPS/ PRESENTATIONS PER YEAR	X = 2542
LIST FIVE MAIN TOPICS:	
RESUME, INTERVIEW, JOB SEARCH	
INTERNSHIP/COOP	
CAREER PLANNING/EXPLORATION	
NETWORKING	
MARKETING YOURSELF	
NUMBER OF STUDENTS IN CAREER COURSE (FOR CREDIT) PER YEAR	X = 102
NUMBER OF SENIORS REGISTERED FOR ON-CAMPUS RECRUITING	X = 651
NUMBER OF ALUMNI REGISTERED FOR ON-CAMPUS RECRUITING	X = 325
NUMBER OF DIFFERENT ORGANIZATIONS INTERVIEWING STUDENTS ON CAMPUS	1990 - 1991 X = 164 1991 - 1992 X = 155

TYPE IV INSTITUTION

41

TABLE #25

TYPE IV SERVICES

	YES	NO
CAREER ADVISING/PLANNING/COUNSELING SESSIONS	13	1
A CAREER COURSE (FORT CREDIT)	7	7
VOCATIONAL ASSESSMENT	7	7
STUDENT EMPLOYMENT	6	8
PERSONAL COUNSELING	2	12
COOPERATIVE EDUCATION	6	8
INTERNSHIPS	10	4
EMPLOYMENT WORKSHOPS (RESUME, INTERVIEWING, JOB SEARCH)	14	0
CAREER PLANNING WORKSHOPS (SKILLS, ASSESSMENT, WORK VALUES)	9	5
CREDENTIAL SERVICE: NONE ____ OPEN/CLOSED 9 OPEN 5 CLOSED ____		
CAREER LIBRARY	14	0
RESUME REFERRALS	14	0
COMPUTERIZED RESUME REFERRALS	11	3
COMPUTERIZED REGISTRATION	9	5
MINORITY REFERRALS	6	8
JOB BULLETIN	10	3
JOB LINE (POSITION LISTINGS ON TELEPHONE)	3	10
ON CAMPUS RECRUITING	14	0
PROFESSIONAL QUALITY RECRUITER GUIDE	5	8
PROFESSIONAL QUALITY PLACEMENT GUIDE	7	7
SIGIPLUS	4	10
DISCOVER	5	9
MBA PLACEMENT SERVICES (FOR STUDENT)	11	3
ON CAMPUS STUDENT EMPLOYMENT (INCLUDING WORK STUDY)	4	10
OFF CAMPUS, PART-TIME, AND SUMMER EMPLOYMENT	11	3
ALUMNI SERVICES	14	0
GRADUATE SCHOOL ADVISING SYSTEM	7	7
SERVICES TO GRADUATE STUDENTS	14	0
JOB FAIRS	14	0

TABLE #26

TYPE IV
ASSESSMENT

	YES	NO
DO YOU OFFER AN EMPLOYMENT REPORT OF RECENT GRADUATES?	8	6
DO YOU ASSESS WORKSHOP EFFECTIVENESS?	11	3
DO YOU ASSESS COUNSELING/ADVISING APPOINTMENTS?	5	9
DO YOU ASSESS CAREER COURSE EFFECTIVENESS?	6	6
DO YOU ASSESS INTERVIEWS FROM THE CANDIDATES' PERSPECTIVE?	6	8
DO YOU ASK EMPLOYERS TO ASSESS THE STUDENTS' INTERVIEWS?	9	5
DO YOU ASSESS EMPLOYERS' SATISFACTION WITH THE JOB PERFORMANCE OF YOUR GRADUATES?	3	11
DO YOU COMPLETE AN ANNUAL REPORT?	14	0

TABLE #27

TYPE IV
FACILITY

SQUARE FOOTAGE OF OFFICE	X = 5281
NUMBER OF INTERVIEW ROOMS	X = 8.5
NUMBER OF CREDENTIAL FILES (ACTIVE OR INACTIVE)	20876
MAINFRAME ACCESS	9 YES 3 NO
NUMBER OF PC'S	X = 8.7
DO YOU HAVE A LOCAL AREA NETWORK?	6 YES 6 NO

TABLE #28

TYPE IV
FEES

	YES	NO	RANGE
REGISTRATION FEE FOR STUDENTS	3	11	3 @ 10.00 - 15.00
REGISTRATION FEE FOR ALUMNI	8	6	7 @ 10.00 - 40.00
RESUME DISKETTE (RESUME EXPERT, ETC.)	8	6	7 @ 12.00 - 25.00
INITIAL CREDENTIAL FEE FOR STUDENTS (ESTABLISH A REFERENCE FILE)	2	12	2 @ 15.00
NUMBER OF FREE SETS FOR STUDENTS			4 @ 1.00 - 20.00
NUMBER OF FREE SETS FOR ALUMNI			3 @ 2.00 - 30.00
FEE PER SET FOR STUDENTS			10 @ 1.00 - 5.00
FEE PER SET FOR ALUMNI			11 @ 1.00 - 5.00
ANNUAL FEE FOR VACANCY NOTIFICATION SERVICE TO ALUMNI (OTHER THAN BULLETINS)			1 @ 50.00
JOB BULLETINS			6 @ 5.00 - 40.00
JOB LINE (POSITION LISTINGS ON TELEPHONE)			1 @ 25.00
WHAT PERCENTAGE OF THE FEES DOES YOUR OFFICE GET TO KEEP?			9 @ 95 - 100%

TABLE #29

TYPE IV
PERSONNEL

	YES	NO	AVE
NUMBER OF PROFESSIONAL STAFF (FTE)			4.8
NUMBER OF CLERICAL STAFF (FTE)			4.5
NUMBER OF PAID GRADUATE ASSISTANTS (FTE)			.83
NUMBER OF UNPAID INTERNS/PRACTICUM STUDENTS			1.8
NUMBER OF STUDENT EMPLOYEE HOURS PER WEEK			72.8
DO YOU EMPLOY A SYSTEMS SPECIALIST?	5	8	
DO YOU EMPLOY A LIBRARIAN?	4	9	
DO YOU EMPLOY AN OFFICE MANAGER?	5	8	
AVERAGE NUMBER OF HOURS A PROFESSIONAL WORKS EACH WEEK			43.4
ENTRY LEVEL PROFESSIONAL STAFF SALARY			22,833
ASSISTANT DIRECTOR AVERAGE SALARY			30,688
ASSOCIATE DIRECTOR AVERAGE SALARY			36,666
DIRECTOR'S SALARY IN THOUSANDS			>45
DIRECTOR'S EDUCATIONAL LEVEL:			
1 = BA 1 = EDD			
10 = MA 2 = PHD			

TABLE #30

TYPE IV
OPERATIONAL DATA

TOTAL NUMBER OF WORKSHOPS/ PRESENTATIONS PER YEAR	X = 86.6
TOTAL NUMBER ATTENDING WORKSHOPS/ PRESENTATIONS PER YEAR	X = 2775
LIST FIVE MAIN TOPICS:	
RESUME WRITING, JOB SEARCH	
TRENDS/SUPPLY DEMAND	
CAREER PLANNING/DEVELOPMENT	
INTERNSHIP/COOP	
ORIENTATION	
NUMBER OF STUDENTS IN CAREER COURSE (FOR CREDIT) PER YEAR	X = 226
NUMBER OF SENIORS REGISTERED FOR ON-CAMPUS RECRUITING	X = 1140
NUMBER OF ALUMNI REGISTERED FOR ON-CAMPUS RECRUITING	X = 353
NUMBER OF DIFFERENT ORGANIZATIONS INTERVIEWING STUDENTS ON CAMPUS	1990 - 1991 X = 201 1991 - 1992 X = 169

TYPE V INSTITUTION

TABLE #31

TYPE V SERVICES

	YES	NO
CAREER ADVISING/PLANNING/COUNSELING SESSIONS	12	1
A CAREER COURSE (FORT CREDIT)	5	8
VOCATIONAL ASSESSMENT	7	6
STUDENT EMPLOYMENT	9	4
PERSONAL COUNSELING	2	10
COOPERATIVE EDUCATION	9	4
INTERNSHIPS	8	5
EMPLOYMENT WORKSHOPS (RESUME, INTERVIEWING, JOB SEARCH)	12	1
CAREER PLANNING WORKSHOPS (SKILLS, ASSESSMENT, WORK VALUES)	7	6
CREDENTIAL SERVICE: NONE 3 OPEN/CLOSED 5 OPEN 5 CLOSED ___		
CAREER LIBRARY	13	0
RESUME REFERRALS	11	2
COMPUTERIZED RESUME REFERRALS	11	2
COMPUTERIZED REGISTRATION	7	5
MINORITY REFERRALS	4	9
JOB BULLETIN	8	5
JOB LINE (POSITION LISTINGS ON TELEPHONE)	5	8
ON CAMPUS RECRUITING	11	2
PROFESSIONAL QUALITY RECRUITER GUIDE	6	7
PROFESSIONAL QUALITY PLACEMENT GUIDE	7	5
SIGIPLUS	6	7
DISCOVER	7	5
MBA PLACEMENT SERVICES (FOR STUDENT)	10	3
ON CAMPUS STUDENT EMPLOYMENT (INCLUDING WORK STUDY)	7	6
OFF CAMPUS, PART-TIME, AND SUMMER EMPLOYMENT	9	4
ALUMNI SERVICES	12	1
GRADUATE SCHOOL ADVISING SYSTEM	4	9
SERVICES TO GRADUATE STUDENTS	12	1
JOB FAIRS	12	1

TABLE #32

TYPE V
ASSESSMENT

	YES	NO
DO YOU OFFER AN EMPLOYMENT REPORT OF RECENT GRADUATES?	9	4
DO YOU ASSESS WORKSHOP EFFECTIVENESS?	10	3
DO YOU ASSESS COUNSELING/ADVISING APPOINTMENTS?	6	7
DO YOU ASSESS CAREER COURSE EFFECTIVENESS?	4	9
DO YOU ASSESS INTERVIEWS FROM THE CANDIDATES' PERSPECTIVE?	4	9
DO YOU ASK EMPLOYERS TO ASSESS THE STUDENTS' INTERVIEWS?	9	4
DO YOU ASSESS EMPLOYERS' SATISFACTION WITH THE JOB PERFORMANCE OF YOUR GRADUATES?	3	10
DO YOU COMPLETE AN ANNUAL REPORT?	12	1

TABLE #33

TYPE V
FACILITY

SQUARE FOOTAGE OF OFFICE	X = 4668
NUMBER OF INTERVIEW ROOMS	X = 9.42
NUMBER OF CREDENTIAL FILES (ACTIVE OR INACTIVE)	5,000 - 200,000
MAINFRAME ACCESS	11 YES 2 NO
NUMBER OF PC'S	X = 20.8
DO YOU HAVE A LOCAL AREA NETWORK?	8 YES 5 NO

TABLE #34

TYPE V
FEES

	YES	NO	RANGE
REGISTRATION FEE FOR STUDENTS	4	9	4 @ 5.00 - 20.00
REGISTRATION FEE FOR ALUMNI	7	6	6 @ 20.00 - 60.00
RESUME DISKETTE (RESUME EXPERT, ETC.)	4	9	4 @ 20.00 - 25.00
INITIAL CREDENTIAL FEE FOR STUDENTS (ESTABLISH A REFERENCE FILE)	3	10	3 @ 10.00 - 25.00
NUMBER OF FREE SETS FOR STUDENTS			6 @ 3.00 - 10.00
NUMBER OF FREE SETS FOR ALUMNI			5 @ 3.00 - 10.00
FEE PER SET FOR STUDENTS			9 @ 1.00 - 5.00
FEE PER SET FOR ALUMNI			10 @ 2.00 - 5.00
ANNUAL FEE FOR VACANCY NOTIFICATION SERVICE TO ALUMNI (OTHER THAN BULLETINS)			4 @ 10.00 - 100.00
JOB BULLETINS			6 @ 15.00 - 40.00
JOB LINE (POSITION LISTINGS ON TELEPHONE)			2 @ 15.00 - 35.00
WHAT PERCENTAGE OF THE FEES DOES YOUR OFFICE GET TO KEEP?			X = 89%

TABLE #35

TYPE V
PERSONNEL

	YES	NO	AVE
NUMBER OF PROFESSIONAL STAFF (FTE)			7.6
NUMBER OF CLERICAL STAFF (FTE)			5.5
NUMBER OF PAID GRADUATE ASSISTANTS (FTE)			1.36
NUMBER OF UNPAID INTERNS/PRACTICUM STUDENTS			1
NUMBER OF STUDENT EMPLOYEE HOURS PER WEEK			137
DO YOU EMPLOY A SYSTEMS SPECIALIST?	7	6	
DO YOU EMPLOY A LIBRARIAN?	2	10	
DO YOU EMPLOY AN OFFICE MANAGER?	4	9	
AVERAGE NUMBER OF HOURS A PROFESSIONAL WORKS EACH WEEK			42
ENTRY LEVEL PROFESSIONAL STAFF SALARY			22,875
ASSISTANT DIRECTOR AVERAGE SALARY			29,250
ASSOCIATE DIRECTOR AVERAGE SALARY			37,583
DIRECTOR'S SALARY IN THOUSANDS			>50
DIRECTOR'S EDUCATIONAL LEVEL:			
7 = MA 1 = EDS			
4 = PHD			

TABLE #36

TYPE V
OPERATIONAL DATA

TOTAL NUMBER OF WORKSHOPS/ PRESENTATIONS PER YEAR	X = 112
TOTAL NUMBER ATTENDING WORKSHOPS/ PRESENTATIONS PER YEAR	X = 3340
LIST FIVE MAIN TOPICS:	
NUMBER OF STUDENTS IN CAREER COURSE (FOR CREDIT) PER YEAR	X = 213
NUMBER OF SENIORS REGISTERED FOR ON-CAMPUS RECRUITING	X = 198
NUMBER OF ALUMNI REGISTERED FOR ON-CAMPUS RECRUITING	X = 712
NUMBER OF DIFFERENT ORGANIZATIONS INTERVIEWING STUDENTS ON CAMPUS	1990 - 1991 X = 226 1991 - 1992 X = 187